

What is claimed is:

1. A method for at least making ready for mailing at least one message intended for at least one addressee, comprising:
- selecting presentation instructions valid for said at least one message, for determining at least one form of presentation of said at least one message to said at least one addressee;
- transferring a file of content-determining instructions for said at least one message and said presentation instructions to a peripheral device for at least making ready for mailing said at least one message; and
- at least making ready for mailing said at least one message in accordance with said file of content-determining instructions and said presentation instructions;
- wherein selecting said presentation instructions occurs by selecting a single, priorly stored file of presentation instructions; and
- wherein said file of presentation instructions contains instructions concerning the design of the document itself and concerning the processing of the document.
2. A method according to claim 1, wherein said content-determining instructions comprise printing instructions for driving a printer for printing said at least one message as at least one document, and wherein said presentation instructions comprise finishing instructions for finishing said at least one document.
3. A method according to claim 1, wherein selecting said file of presentation instructions is carried out by selecting a symbol which represents said file of presentation instructions.
4. A method according to claim 3, further comprising activating a send dialog program, subsequently displaying at least one symbol which represents a file of presentation instructions; wherein selecting said file of presentation instructions occurs by selecting a symbol which represents said file of presentation instructions, subsequently entering a send command and subsequently at least making ready for mailing said at least one message in accordance with said selected file of presentation instructions.

5. A method according to claim 1, wherein selecting said presentation instructions occurs under a particular user authorization and by selecting a priorly stored file of presentation instructions; and

wherein editing said file of presentation instructions occurs, and is
5 executable, exclusively under a different authorization than said user authorization.

6. A method according to claim 1, wherein in response to the selection of different ones of said at least two files of presentation instructions the same peripheral device is driven for at least making ready
10 for mailing said at least one message.

7. A method according to claim 1, further comprising, prior to selecting said file of presentation instructions:

generating at least one file of presentation instructions in accordance with data selected or entered under said different authorization than said
15 user authorization; and

storing said file of presentation instructions in said computer-readable memory.

8. A method according to claim 7, wherein entering data for said file of presentation instructions occurs utilizing universal, interactive
20 client-server operating interface software.

9. A method according to claim 1, further comprising displaying a message composed in accordance with presentation instructions of said selected file.

10. A method according to claim 9, wherein displaying said message
25 composed in accordance with presentation instructions of said selected file occurs by means of universal, interactive client-server operating interface software.

11. A method according to claim 1, further comprising displaying in the form of an animation successive operations for composing a message
30 composed in accordance with presentation instructions of said selected file.

12. A method according to claim 1, further comprising composing a test message in accordance with presentation instructions of said selected file and sending said test message to a location of a client system with which said file of presentation instructions has been selected.

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13. A method according to claim 1, wherein in response to the selection of said file of presentation instructions through any one of at least two different client systems, the same presentation instructions are used.

14. A method according to claim 1, wherein in response to the
5 selection of said file of presentation instructions under any one of at least two different user authorizations, the same presentation instructions are used.

15. A method according to claim 14, wherein said file of presentation instructions is stored centrally for coupling presentation instructions according to said file of presentation instructions to content-
10 determining files in response to drive signals coming from a any one of at least two different client systems.

16. A method according to claim 15, wherein in response to addition or deletion of a file of presentation instructions, a list of files of presentation instructions in a memory accessible under said user authorization is
15 updated.

17. A method according to claim 16, wherein said list of files of presentation instructions is read and displayed in response to activating a send dialog program.

18. A method according to claim 1, further comprising at least one
20 mirror file of presentation instructions coupled to said file of presentation instructions for modifying said mirror file of presentation instructions in response to modifications made in said file of presentation instructions.

19. A data structure in a computer-processable form, containing a computer program for causing message data to be sent concerning at least
25 one message intended for at least one addressee, to at least one peripheral device for at least making ready for mailing said at least one message, comprising:

instructions for displaying presentation instructions for determining at least one form of presentation of said at least one message to said at least one
30 addressee;

instructions for selecting from said presentation instructions presentation instructions valid for said at least one message; and

instructions for causing a file of content-determining instructions for said at least one message and said presentation instructions to be sent to a
35 peripheral device for at least making ready for mailing said at least one message;

wherein said instructions for displaying presentation instructions are designed for displaying files of presentation instruction which each represent several presentation instructions;

wherein said presentation instructions are selectable by selecting a

5 single, priorly stored file of presentation instructions; and

wherein said file of presentation instructions contains instructions concerning the design of the document itself and concerning the processing of the document.

20. A data structure according to claim 19, wherein said content-
10 determining instructions comprise printing instructions for driving a printer for printing said at least one message as document, and wherein said presentation instructions comprise finishing instructions for finishing said at least one document.

21. A data structure according to claim 19, further comprising
15 instructions for selectably displaying symbols which each represent one of said files of presentation instructions.

22. A data structure according to claim 21, further comprising a
send dialog program containing instructions for displaying symbols which each represent one of said files of presentation instructions, and instructions
20 for selecting one of said files of presentation instructions in response to the selection of one of said symbols.

23. A data structure according to claim 19, wherein said
instructions for selecting said file of content-determining instructions and for selecting said presentation instructions are operative under a particular user
25 authorization; and wherein said files of presentation instructions are exclusively editable under a different authorization than said user authorization.

24. A data structure according to claim 19, comprising at least two
files of presentation instructions designed for driving the same peripheral
30 device for at least making ready for mailing differently presented designs of said at least one message.

25. A data structure according to claim 19, further comprising an
interactive setting program for generating files of presentation instructions,
comprising:

35 instructions for displaying settings concerning presentation instructions;

instructions for storing in said computer-readable memory said registered settings concerning presentation instructions as a file of presentation instructions.

10 27. A data structure according to claim 19, further comprising
instructions for displaying a message composed in accordance with
presentation instructions of said selected file.

29. A data structure according to claim 19, further comprising instructions for displaying in the form of an animation successive operations for composing a message composed in accordance with presentation instructions of a selected file.

31. A data structure according to claim 19, wherein said file of
25 presentation instructions is selectable under any one of at least two different
user authorizations.

33. A data structure according to claim 32, wherein said file of presentation instructions is coupled with a list of files of presentation instructions in a memory accessible under said user authorization for automatically updating said list upon addition, modification or deletion of a file of presentation instructions.

35. A data structure according to claim 19, further comprising at least one mirror file of presentation instructions coupled to said file of presentation instructions, for modifying said mirror file of presentation instructions in response to modifications made in said file of presentation instructions.